

## **CAIR Board of Directors Meeting Minutes**

Thursday, April 24, 2012

Teleconference

Present: Mark Robinson (President), Chris Cullander (Immediate Past President), Alice Van Ommeren (Vice President), Tongshan Chang (Treasurer), Berkeley Miller (Secretary), Heather Brown (Director), Mallory Newell (Director), Alice Van Ommeren, Yingxia Cao (Director), Bob Daly (Director).

Absent: None

The meeting was called to order at 11:00 am.

### **1. May Meeting/Various Discussions about the Conference**

There was a discussion regarding the May Board meeting, which will be held at the site of the next CAIR Conference (Double Tree Hotel by Hilton Anaheim/Orange County). It was agreed that the meeting would occur on Tuesday, May 29<sup>th</sup>, between 10:30 am and 3:30 pm.

If there is to be another IPEDS workshop at the conference, the NCES needs to be contacted soon. Do we want IPEDS modules 1 and 2, or other topics? Workshops need to end early because LA attendees who are not staying at the hotel will leave early (3:00pm) to avoid commute traffic.

Mark needs help recruiting keynote speakers.

There was more discussion of the fee structure (perhaps \$350 full registration, \$175 for one day), perhaps a lower rate for retirees.

Social events: Sign up lists for group dinners, perhaps new researchers with board members, special topics, etc.

Afternoon workshops, hosted by sponsors, SIG groups.

Sponsors: Alice contacted last year's sponsors. Many are planning to return this year.

Chris has catering menu and contact information for the hotel.

We need to notify various listserves about the conference and follow-up as new information comes out.

### **2. Financial Report**

Tongshan Chang presented the Financial Report. He has been working on the balance sheet. He also said some reimbursements which will be forthcoming in the following week.

### **3. Web Committee**

Bob Daly reported that the committee hadn't taken any action, so there weren't any recommendations. The conference web page needs to come up soon, and must be easily accessible.

### **4. Director's Manual**

The Director's Manual hasn't been updated recently, but the discussion was tabled until a later time.